

62-3959

9 June 1962

MEMORANDUM FOR: Deputy Director (Support)

1. Within the next ten days, I wish a comprehensive briefing on all of our Personnel policies for all Career Services, as well as any administrative or other categories not definitely in a Career Service.

2. I want to know: How we hire; how we create vacancies; how we unload mediocrities or ineffectives; how we promote; how we maintain stability in our Personnel statistics; how we avoid humps; how we promote to Supergrades; how we develop annuities and retirement benefits and what the criteria for same are; and anything else involving the handling of people as individuals.

3. As you might well expect, this is generated by my consideration of the 701 cases. I will have much to say to the group that you assemble to brief me, so you had better come armed with lots of notebooks and lots of pencils. I consider this will be a preliminary meeting and that subsequent meetings will inevitably take place with other principals in the Agency.

1 s/ M. S. C.

Marshall S. Carter
Lieutenant General, USA
Acting Director

Distribution:

Orig - DD/S (hand carried to DD/S - 11 June - per A-DCI instruction).
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